

**FISCAL YEAR END CLOSING CALENDAR**

<b>DATE</b>	<b>INSTRUCTIONS</b>	<b>SECTION</b>
<b>May</b>	26 Distribution of Lease Income Certification via email	N
<b>June</b>	01 Distribution of Lease Income Report	N
	01 Distribution of Lease Expense Report	M
	12 Distribution of REVPYA-001 report	D
	23 Submit Receivable Status Report	D
	30 Last date to receive goods and services for Fiscal Year 2017	E,G
<b>July</b>	01 Start of period to pay "split payroll" within the Payroll Management System (PMS)	F
	03 Electronic distribution of Active Bank Accounts Reports	A
	03 Capital Asset Inventory Reports available for printing by Agencies	L
	07 Last date to process Fiscal Year 2017 PRR1 for goods and services received on or before June 30, 2017 with Accounting Period 12	B
	07 Last date to enter June month 12 CREs into FMS Accounting (deposit date of 6/30/17 or earlier)	C,D
	07 End of period to enter Fiscal Year 2017 expenditure Payment Requests with accounting period 12	E,G
	07 Return Lease Expense Report	M
	07 Return Lease Income Certification	N
	07 Last day to process IETC documents with an accounting Period of 12	I
	08 First Encumbrance "Roll"	E
	10 Start of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting for documents with service dates between 7/1/16 thru 6/30/17	E
	10 Start of review of Automated Accruals & Clearings	E,G
	14 Last date to enter "Cash Basis" Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2017	C
	14 Distribution of R&D survey	H
	14 Return Lease Income Report	N
	14 Last date to submit inventory report	O
	14 Last date to submit Capital Reconciliation Representation Certificate	K
	21 Submit Accountability Report via email	B
	28 Submit June Bank Reconciliations and completed Active Bank Accounts Report	A
	28 Agencies with Demand Accounts should submit J2I Document ID number with Reconciliation Package via email	A
	28 Submit Fiscal Year 2017 Month 12 Revenue Reconciliation and Receivable Status Reports	C
	28 Distribution of FMS Accounting Month 13 REVSMA-001 and REVPYA-001 reports and certification letter	C
	28 Return R&D Survey via email	H
	28 Last date to submit Open Payment Request Report	Q

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DATE	INSTRUCTIONS	SECTION	
<b>August</b>	04 Complete Inventory reviews and process capital documents	L	
	11 Submit Capital Assets Certification Letter	L	
	12 Second Encumbrances "Roll"	E	
	17 Last date to submit IETC documentation to Department Of Environmental Protection (DEP) for review and processing	I	
	18 End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting	E,F,G	
	18 End of period to pay "split payroll" within the Payroll Management System (PMS)	F	
	18 Last date to enter IETC documents with an Accounting Period of 13 without Comptroller override	I	
	19 Lapse all open Encumbrances	E	
	21 Start of set up of Manual Accrual document (ACC) in FMS Accounting and review of manual accruals for Fiscal Year 2017	E,F,G	
	25 Submit July Bank Reconciliations	A	
	25 Last date to submit IETC documentation to Department Of Education (DOE) for review and processing	I	
	28 Submit Fiscal Year 2017 Month 12 Revenue Reconciliation and Receivable Status Reports	C,D	
	<b>September</b>	01 End of Set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accrual for Fiscal Year 2017	E,F,G
		01 Distribution of FMS Accounting Month 13 REVSMA-001 and REVPYA-001 reports and certification letter	C,D
01 Last date to submit Capital Payment Requests with period of service on or before June 30, 2017		J	
08 Last date to submit IETC documentation for review and approval		I	
15 Last date to enter Fiscal Year 2017 Billed and Unbilled Receivable documents (REs/UREs) into FMS Accounting for General & Capital Fund		C,D	
15 Submit Fiscal Year 2017 Month 13 Revenue Reconciliation and Receivable Status Reports, and return Certification Letter		C	
<b>October</b>	15 Return Fiduciary Account Certification and Representation	P	
	06 Distribution of FMS Accounting Report of Federal Awards	H	
<b>November</b>	20 Return FMS Accounting Report of Federal Awards via email in PDF format	H	
	01 Start to submit ACL Manual Accrual Clearings	E,F,G	